ACIC / Methapharm is expanding and looking for highly qualified and experienced professionals to join our Scientific Affairs team in the areas of regulatory affairs, pharmacovigilance, quality and technical services.

We are currently actively recruiting for the following permanent, full-time position:

Project Manager – Pharmaceutical Development/Realization

POSITION SUMMARY

The primary role of the Project Manager is to manage the Product Development project portfolio including development of project plans as per an agreed scope of work, and close monitoring of project milestones with the internal and external product development and manufacturing partners as well as providing technical expertise and interfacing internally as Technical Lead and Technical Liaison on assigned projects and/or product development/realization program.

PRE-REQUISITES FOR POSITION:

- Bachelor's degree in Science, Pharmaceutics, supplemented by Project Management training is a must, advanced degree is preferred
- 7+ years in pharmaceutical industry with minimum 5 years in drug product development
- Experience in product development, technology transfer, operations, and preferably demonstrated experience and knowledge in product lifecycle management
- Extensive experience in developing project plans and tracking product development projects
- Good working knowledge and practical experience in the application of Quality by Design principles and regulatory submission requirements.
- Good understanding of Quality Management System and cGMP manufacturing environment; auditing experience an asset
- Excellent oral and written communication, attention to detail and organizational skills
- Good independent judgment, critical thinking, problem solving and negotiation skills
- Excellent project management skills and utilization of project management tools including Microsoft Project, as well as other software solutions (PowerPoint, XLS, MS Word)
- Ability to read and write Mandarin will be an asset

KEY RESPONSIBILITIES INCLUDE:

- Provide technical expertise and support to the Company's drug product development *and lifecycle management program.*
- Support the development of project timelines for products and technology transfer projects
- Develop and maintain product development/realization program database and provide routine reporting on project/program status
- Be the primary interface with internal and external clients/stakeholders to maintain and tracking project plan, milestones, logistics
- Responsible for the methodical tracking of action items and seek resolution with appropriate stakeholders on anticipated delays/causes, and/or escalate issues for actions
- Maintain effective communication with project leadership and team members of the cross-functional development teams (internal/external partners) to raise awareness and keep abreast of project milestone status, issues and contingencies

- Manage/support product development portfolio meetings - scheduling, issuing agendas, meeting minutes, meeting materials preparation, documenting key issues, action item identification etc.
- Act as project lead for assigned products and/or provide back-up to other project leads, as required.
- Participate in and contribute to the feasibility/capability evaluation of new third party partners/opportunities
- Other duties as assigned by Scientific Affairs Management

WORK LOCATION/TIMES:

1. Head Office
2. Working hours in accordance with Company policy or as required
3. Travel will be required

BENEFITS:

RRSP Matching | Health Benefits | Disability & Life Insurance Package